



PR Requirements Package

#	Document Name	PR Under \$150 K	PR over \$150 K	PR over \$10M	PR over \$50 M
1	Funding Document (PR Document) entered into PR Builder	X	X	X	X
2	Acquisition Plan (with IGCE , QASP, & Source Selection Plan included)		X	X	
	Acquisition Strategy (with IGCE & QASP included)				X
3	Performance Statement of Work (PWS) or Statement of Work (SOW)	X	X	X	X
4	Technical Evaluation Criteria (for competitive PRs only)	X			
5	Signed Non-Disclosure Agreement (NDA) by each Technical Evaluation Member	X	X	X	X
6	Contracting Officer's Representative (COR) Nomination Letter with COR Training Certificate Attached. (for Service requirements)	X	X	X	X
7	Wide Area Work Flow Point of Contact (POC)	X	X	X	X
8	Sole Source Memo	X			
	Justification & Approval (J&A) (only required if non-competitive)		X	X	X
	Limited J&A when using GSA schedule		X	X	X
9	Market Research	X	X	X	X
10	DD Form 254: Security Classification Form (if applicable)	X	X	X	X
11	Source Selection Plan				X
12	IT Waiver (if applicable)	X	X	X	X
13	Organizational Conflict of Interest (OCI)		X	X	X